

UNITED STATES DISTRICT COURT - DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: #04-01

POSITION: Courtroom Deputy

LOCATION: Washington, DC

Opening Date: February 19

Closing Date: Open Until Filled

CLASSIFICATION LEVEL/SALARY RANGE: CL 25 (\$ 32,700 – \$53,185)

Salary commensurate with work experience, prior/present pay history and previous federal government experience.

POSITION OVERVIEW

The position is located in the Clerk's Office, United States District Court for the District of Columbia (USDC – DC). The incumbent of this position will be assigned to an Article III Judge and assigned a variety of duties. This position is located in the Operations Division of the Clerk's Office and reports to the Operations Managers

DUTIES AND RESPONSIBILITIES

Maintain control records of cases assigned to the Judge

Examine all electronic filings in an action assigned to the Judge to determine if they conform to the rules of practice.

Calendar and regulate the movement of cases by setting or resetting dates and times for hearings on motions, pretrial hearings, and trials.

Notifying counsel accordingly, and following cases through until conclusion.

Prepare or supervise the preparation of calendars and prepare special reports for the Judge on the status of cases assigned to the Judge.

Factor 1, Job Requirements:

Must possess excellent communication skills; ability to work independently and contribute to a team environment. Requires the ability to work within strict time frames and respond to requests on short notice. Must be able to effectively communicate with staff to determine actual needs and maintain complete and accurate records and files. Proficiency in the use of a personal computer and associated software,

Factor 2, Scope and Effect of Work:

The work affects mainly the judges, chambers staff and the Clerk's Office staff of the United States District Court for the District of Columbia.

Factor 3, Complexity:

Working in conjunction with the Assistant Operations Manager, will ensure that the appropriate policies and procedures are correctly applied.

Factor 4, Work Parameters:

Working in conjunction with Assistant Operations Manager, will ensure that the appropriate policies and procedures are correctly applied

Factor 5, Personal Interactions:

The incumbent has daily contact with staff of the Clerk's Office, the public and the bar.

Factor 6, Environmental Demands:

Work is performed in an office setting. Requires the ability to work with multiple stimuli and must be able to sit and/or stand for extended periods of time.

QUALIFICATIONS

Prospective candidates should have a minimum of three years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Legal/court experience helpful, but not required. Requires proficiency in the use of computer applications, e.g WordPerfect and the ability to communicate information accurately and in a timely manner from individuals within and outside the court unit. The successful candidate must be able to communicate effectively verbally and in writing.

EDUCATION

High school graduation or equivalent required. Education above high school level may be substituted for general experience. Bachelor's degree preferred .

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Final candidates will undergo a background check.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, detailed resume to include salary history and writing sample to: DCD_HumanResources@dcd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.